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Reporting from Parties not included in Annex I to the Convention
Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

Regional hands-on training workshops on identifying adaptation actions and reporting them in national communications

Report by the secretariat

Summary

In 2018, the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention conducted three regional hands-on training workshops for Parties not included in Annex I to the Convention. The first workshop, for the African region, was held in Lomé, Togo, from 23 to 26 July, the second, for the Latin American and Caribbean region, was held in Asunción, Paraguay, from 17 to 20 September, and the third, for the Asia-Pacific and Eastern European regions, was held in Kathmandu, Nepal, from 8 to 11 October. The aim of these workshops was to enhance the technical knowledge of national experts on the science, methods and tools necessary for conducting vulnerability and adaptation assessments, translating the assessment results into adaptation actions and reporting the actions in their national communications. The workshops also served as a platform for a rich exchange of views, lessons learned and experience relating to the process and preparation of national reports under the Convention and national adaptation plans, which was appreciated by the participants. The participants deemed the workshops useful in enhancing their knowledge and providing first-hand experience on the use of methods and tools for identifying adaptation actions and reporting them in national communications. This report outlines the proceedings of the workshops and presents a summary of the discussions.

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I. Introduction

A. Mandate

1. The Conference of the Parties (COP), by decision 19/CP.19, continued the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) for a period of five years, from 2014 to 2018, and decided that the CGE, in fulfilling its mandate, shall function in accordance with the revised terms of reference contained in the annex to that decision.

2. In keeping with those terms of reference, the CGE, at its first meeting in 2018, held in Bonn, Germany, on 5 and 6 February 2018, updated its workplan for 2018.[1] As part of this workplan, the CGE agreed to conduct regional hands-on training workshops for Parties not included in Annex I to the Convention (non-Annex I Parties) on identifying adaptation actions and reporting them in national communications (NCs).

3. The COP requested the CGE to submit a progress report annually on its work to the Subsidiary Body for Implementation (SBI) for its consideration at the sessions of the SBI held in conjunction with the sessions of the COP.[2]

B. Scope of the report

4. This report, prepared as a part of the annual reporting on the progress of work of the CGE,[3] contains a summary of the proceedings of and discussions at the three regional hands-on training workshops for non-Annex I Parties from:

(a) The African region, held in Lomé, Togo, from 23 to 26 July 2018;

(b) The Latin American and Caribbean region, held in Asunción, Paraguay, from 17 to 20 September 2018;

(c) The Asia-Pacific and Eastern European regions, held in Kathmandu, Nepal, from 8 to 11 October 2018.

C. Possible action by the Subsidiary Body for Implementation

5. The SBI, having considered this report, may wish to take into account the relevant information contained in this report in its consideration of the review of the term and mandate, including the terms of reference, of the CGE with a view to recommending a draft decision thereon for consideration and adoption at COP 24.

II. Proceedings

6. In 2018, the CGE conducted three regional hands-on training workshops for non-Annex I Parties on identifying adaptation actions and reporting them in NCs:

(a) The workshop for the African region was hosted by the Government of Togo with the assistance of the Regional Collaboration Centre (RCC) Lomé – Banque Ouest Africaine de Développement. It was attended by 55 national experts (40 male and 15 female) representing 42 non-Annex I Parties from the region, as well as by 4 CGE members and 5 resource persons;[4]

[1] Available at https://unfccc.int/process/bodies/constituted-bodies/consultative-group-of-experts-on-national-communications-from-parties-not-included-in-annex-i-to-the-convention-cge#eq-1.

[2] Decision 19/CP.19, paragraph 7.

[3] See document FCCC/SBI/2018/20 for the 2018 report.

[4] Experts from the Alliance for Global Water Adaptation (AGWA), Deltares, the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme National

(b) The workshop for the Latin American and Caribbean region was hosted by the Government of Paraguay with the assistance of the United Nations Development Programme (UNDP) country office. It was attended by 38 national experts (23 female and 15 male) representing 23 non-Annex I Parties from the region, as well as by 4 CGE members and 6 resource persons;[5]

(c) The workshop for the Asia-Pacific and Eastern European regions was hosted by the Government of Nepal with the assistance of the UNDP country office. It was attended by 37 national experts (14 female and 23 male) representing 32 non-Annex I Parties, as well as by 1 CGE member and 6 resource persons.[6]

7. The main objectives of the regional hands-on training workshops were to:

(a) Enhance the technical knowledge of national experts on the science, methods and tools necessary for conducting vulnerability and adaptation (V&A) assessments and translating the assessment results into adaptation actions, as well as to enhance their understanding of what to report in NCs and how to prepare the information;

(b) Serve as a platform for the exchange of views, lessons learned and experience relating to the process of national reporting and adaptation planning, as appropriate.

8. The three regional hands-on training workshops were similar in design and structure, and therefore followed similar agendas.[7] The workshops, through presentations and interactive hands-on exercises, covered the following topics in **seven sessions**:

(a) **Big picture: global landscape of climate change impacts and action**. This session set the scene for the following training sessions and discussions by providing the global context for climate change impacts and intergovernmental action to tackle climate change. It comprised two subsessions:

(i) Overview of the global landscape of climate change: key results from the Fifth Assessment Report of the Intergovernmental Panel on Climate Change, with a focus on the outcome of Working Group II. This subsession provided the global context and approaches for climate change adaptation, including observed climate impacts and vulnerability, future risks, climate-resilient pathways and transformative measures in the context of sustainable development, and adaptation policies and institutions;

(ii) Overview of intergovernmental action to tackle climate change under the Convention, the Kyoto Protocol and the Paris Agreement. This subsession provided a broad picture of how national governments from both developed and developing countries collectively respond to climate change through intergovernmental processes, including the Convention, the Kyoto Protocol and the Paris Agreement. While the emphasis of the session was on adaptation in the context of developing countries, to complete the global picture, elements relating to developed countries were also broadly addressed;

(b) **General steps in V&A assessments and frameworks**. This session provided an introduction to conducting V&A assessments as well as an overview of available V&A frameworks and examples of commonly used frameworks. The general steps entailed in V&A assessment (defining the objectives of the assessment, planning and conducting the assessment, identifying and selecting adaptation options, planning and implementing adaptation measures and monitoring the effectiveness of adaptation measures) were explained, including the key questions to be asked at each step. A hands-on exercise on selecting an appropriate, practical framework that best suits national circumstances and sectoral approaches was also conducted;

Adaptation Plan Global Support Programme and the World Health Organization Regional Office for Africa.

[5] Experts from AGWA, Deltares, FAO and the Intergovernmental Panel for Climate Change (IPCC).

[6] Experts from AGWA, Deltares, FAO and IPCC.

[7] The generic agenda used for the three workshops is contained in the annex. The session on human health for the workshop for the Latin America and Caribbean region was not conducted.

(c) **Sectoral V&A assessment, planning and implementation**. This session walked participants through the process for conducting a V&A assessment and identifying and selecting adaptation options on the basis of the assessment results. It focused on four sectors: (1) agriculture, livestock, rangeland and food production systems; (2) coastal systems and low-lying areas; (3) water resources; and (4) human health.[8] For each sector, an overview of methodologies and tools available as well as examples of commonly used tools and data requirements for conducting the assessment were provided. Further, a range of steps required to identify and select adaptation options and thereby formulate policies, plans, programmes and projects were demonstrated and examples were provided. A hands-on exercise using tools and sample data to assess vulnerability and identify and select adaptation options was included. The sectoral sessions ran in parallel, and a plenary session was subsequently convened for participants to share their reflections from the sectoral processes;

(d) **Translating sectoral V&A assessment results into national policies and plans**. This session outlined the process for consolidating the results from sectoral V&A assessments and sectoral options into national adaptation policies and plans. It provided the context and approaches for integrating sectoral V&A assessments into decision-making and adaptation planning at the national level, including tools for developing criteria for and conducting prioritization as a decision-making support instrument. Two countries from each region were invited to present their experience, lessons learned and challenges in this process. A hands-on exercise on conducting a multi-criteria analysis, using sample background information (i.e. a set of V&A assessment results, examples of adaptation options and national development goals) was included;

(e) **Reporting to the Convention**. This session provided an overview of the context and mandate for developing countries to report information on adaptation in their NCs. The provisions on impacts, vulnerability and adaptation actions contained in the UNFCCC "Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention" (hereinafter referred to as the UNFCCC guidelines for the preparation of NCs from non-Annex I Parties) were explained. The possible approaches for communicating information consistent with the reporting requirements and integrating gender considerations into the reporting process were also explained;

(f) **Establishing or enhancing national institutional arrangements**. This session covered the components of national institutional arrangements that are key for effectively participating in the measurement, reporting and verification (MRV) arrangements under the Convention. These components include clearly defining the roles and responsibilities of key stakeholders involved in the process, and addressing resource constraints through partnership or collaboration. Examples of institutional arrangements put in place by some developing countries and reporting on these in their NCs were provided;

(g) **Peer exchange**. This session focused on the exchange of lessons learned and experience among participants. Two countries from each region were invited to present their: experience in conducting V&A assessments in the context of preparing NCs and outlining institutional arrangements; experience of V&A assessment being beneficial for developing and informing national adaptation strategies and/or relevant sectoral policies and strategies; and lessons learned, best practices, constraints and gaps, and related support needed to prepare and report information on V&A assessment, as well as thoughts on the way forward. The country presentations set the context for an interactive discussion that followed.

9. A summary capturing the content of the discussions at the training workshops is provided in chapter III below, with one subchapter dedicated to each of the sessions.

[8] These four sectors were selected on the basis of the survey conducted among national focal points, and national communications and biennial update report coordinators, during the design phase of the training workshops (between 20 March and 8 April 2018). The rankings of the four sectors differed by region.

III. Discussions

10. The presentations in the workshops focused on explaining, with the use of concrete examples, the approaches for planning and conducting V&A assessments, translating the assessment results into national policies and plans, and reporting the adaptation actions in NCs. The presentations were followed by question and answer sessions and breakout group exercises based on case studies. These exercises not only allowed participants to gain a skill set for identifying adaptation actions and reporting them in NCs, but also generated an exchange of views and lessons learned during the process.

11. A pre-workshop survey was conducted in order to understand the level of experience of the participants and their expectations for the workshop. The findings were used by the trainers to customize and adjust the level and approach of the sessions.

12. The key elements of the discussions during each of the seven workshop sessions (whose topics are described in para. 8(a–g) above) are summarized in chapter III.A–G below.

A. Big picture: global landscape of climate change impacts and action

13. Participants appreciated the overview of the global landscape of climate change impacts and intergovernmental action to tackle them, and underlined the importance of aligning their national adaptation policies and measures with the elements and dimensions of adaptation under the Convention and the Paris Agreement, as appropriate. They were keen on finding out in further detail how the other workstreams related to adaptation formalized in the UNFCCC process (e.g. the technical examination process on adaptation, the Nairobi Work Programme on impacts, vulnerability and adaptation to climate change, and technology needs assessments) can inform their planning and action at the national level.

14. Participants enquired what efforts could be made at the country level to scale the global scenarios and projection models down to the local context and to make the inputs from vulnerable communities relevant to actions on the ground. This issue was further discussed in the subsequent sessions.

B. General steps in vulnerability and adaptation assessments and frameworks

15. Participants shared the view that climate action requires a multidisciplinary approach because climate change may work with or against other drivers, such as urbanization, economic changes, political issues, demographic trends and migration. V&A assessments should include and compare these different elements and, therefore, interacting with multidisciplinary stakeholders and decision makers is essential in the assessment process.

16. Bottom-up and top-down approaches to V&A assessment differ in how and when they engage stakeholders, define problems and evaluate success, and in the number of potential solutions they assist in identifying. V&A frameworks should be selected with the objective of facilitating contextualized decisions and examining broad sets of issues.

17. One of the critical functions of the technical experts is to translate stakeholder concerns into relevant metrics that are climate sensitive. These metrics should become performance indicators for comparing alternative solutions. The performance indicators can also be used for long-term monitoring and evaluation, and they should be tied to decision-making processes.

18. Some participants highlighted the need for sensitizing stakeholders to new concepts and ideas around adaptation, such as climate smart agriculture, and for considering potential co-benefits and trade-offs from mitigation. This notion is relevant to defining the scope of a V&A assessment.

19. The hands-on exercise using the Deltares Sustainable Delta game[9] helped participants familiarize themselves with decision-making under uncertainty. They appreciated that the framework and case study used for the exercise could be easily adapted and applied to their country context in terms of transboundary watershed issues and integrated water resources management.

C. Sectoral vulnerability and adaptation assessment, planning and implementation

20. Participants appreciated that a handful of methods and tools that are available to assess V&A in each sector were presented, along with the advantages and disadvantages of each model and their comparability. Considering the difficulties participants often face in accessing data and understanding the related assumptions and methodological calculations, they were enthusiastic to discover models that could be easily applied to their countries, given a reasonable level of expertise and data availability. They stated that assistance in building the capacity of in-country technical experts at both the national and the local level is required. Participants were encouraged to utilize the models and tools that are freely available and the support provided by the developers of such tools.

21. Confidence in the knowledge of risk and vulnerability can increase over time as a country monitors this and gains additional information and data as well as technical inputs, such as modelling. The lack of availability of data could be a starting point for V&A assessment and data availability can be improved over time. A country can take a staged approach to the use of models, first conducting a scoping exercise by taking stock of available data and information, and then bringing in a limited set of models in which the current and historical hazards can be simulated. On the basis of an analysis of historical impacts and hazards, a country can identify other models that are required and whether it should invest in them.

22. Participants shared some of the lessons they have learned in the process of conducting sectoral V&A assessments and planning sectoral adaptation measures as a result of the assessments. They highlighted that involving multidisciplinary stakeholders in the sectoral process is crucial for building consensus among stakeholders and formulating complex and long-term adaptation plans.

23. Governance measures and enabling policies are often critical for ensuring that adaptation actions will be effective. The importance of building expertise to make linkage between science and policy was also highlighted. New institutions, such as technical assessment groups, are sometimes important, especially for politically sensitive and transboundary issues.

24. Participants were of the view that in many countries there is lack of awareness on the link between health and climate change. The resource person shared this view but also noted that there are case studies available on climate change impacts on health and mentioned that the health sector is increasingly recognized as important in defining climate change policies and measures at the national level.

25. During the discussions, the issues of data gaps and how to customize the models, methods and tools available so as to cater to the national or local context were highlighted. Given the limited budget allocated to the preparation of NCs and to V&A assessments, as well as insufficient data availability, it is essential to first take stock of the available data and capacity of the country in order to form the basis on which to prioritize. Further, participants were reminded that a V&A assessment and reporting thereof is not an end in itself, but rather a process that should happen on a continuous basis as part of a broader climate change agenda.

[9] https://www.deltares.nl/en/software/sustainable-delta-game/.

D. Translating sectoral vulnerability and adaptation assessment results into national policies and plans

26. Participants acknowledged that V&A assessments form the basis of the national policy and planning process and indicated that efforts are being made to link their countries' commitments to intergovernmental processes, including nationally determined contributions, national adaptation plans, reporting under the Convention and sustainable development goals, with a view to implementing climate and sustainable development agendas in a resource-efficient manner.

27. Entry points for integrating V&A assessments and adaptation considerations exist at all phases of the national planning and budgeting process. Continuous monitoring and updating of national development plans as well as of sectoral and local plans is essential for reflecting future climate change risks and opportunities in these plans.

28. In the respective regional workshops, participants from Honduras, Kenya, the Republic of Moldova, Saint Lucia, South Africa and Vanuatu gave presentations on translating sectoral V&A assessment results into national policies and plans. The presentations highlighted processes, lessons learned and challenges.

29. The key elements that participants identified as being helpful in mainstreaming V&A assessments into planning and decision-making include:

(a) Legal and policy frameworks that provide mandates for integrating V&A assessments into sectoral planning and programming;

(b) Strong government leadership and ownership through a designated entity (e.g. the finance or planning ministry) and provision of guidance on decision-making, financing and resource allocation;

(c) Multisectoral and/or inter-agency arrangements to ensure stakeholder concerns are communicated and addressed in a consultative manner;

(d) Coordination efforts across different governance levels (i.e. national, local, provincial and municipal) to ensure their plans and strategies are aligned.

30. Participants also noted that in some countries adaptation efforts are addressed as part of the country's development goals, rather than from a climate change perspective.

31. Selection or prioritization of adaptation options is essential in the context of limited resources (i.e. financial means, time, institutional capacity, human resources) for implementation and lack of knowledge on the scope of investment (i.e. how much should be invested and when, whether options are economically viable).

32. The prioritization process can benefit from both existing data and knowledge gained from V&A assessments. The prioritization tool selected should be practical, relevant, robust, comprehensive and proportional. Further, it is important to note that a tool is not an end in itself but a means to achieving objectives in the broader development planning context (i.e. decision-making support instruments).

33. The prioritization exercise using a multi-criteria analysis provided participants with first-hand experience in selecting options, defining criteria, assessing options on the basis of the agreed criteria, assigning weight and ranking options, and thereafter translating options into sectoral actions with indicators and targets. In the subsequent report back to all groups, it was highlighted that the criteria defined at the outset play a fundamental role in the resulting adaptation measures. The definition of criteria is sometimes a political decision requiring consensus among stakeholders and thus a long process.

E. Reporting to the Convention

34. Participants acknowledged that the groundwork to prepare NCs has more potential than simply the purpose of reporting under the Convention. By undertaking a systematic, comprehensive and robust process to prepare information in accordance with the UNFCCC guidelines for the preparation of NCs from non-Annex I Parties, the national reporting

process provides a good opportunity and platform for countries to showcase to the international community their actions on the ground as well as visions and aspirations for doing more. In addition, the process provides an avenue for coping with the challenges that impede developing countries in undertaking planned climate actions by translating these challenges into concrete needs and thereby bringing on board available financial and technical resources.

35. Adequate planning was noted as one of the success factors of good NCs in accordance with the UNFCCC process. Appropriate planning entails the national reporting process being considered in a broad view and as benefiting the country; that is, as an avenue for identifying adaptation and mitigation options and for setting targets and defining measures that contribute to them. If the planning includes logical steps it is easier to present, the information effectively.

36. Participants mentioned the challenges in bringing in sectors and encouraging them to take ownership of the implementation of climate actions. This issue highlighted the importance of political buy-in and thereby strong leadership and ownership at the highest level. Moreover, once V&A assessments form part of national policies, strategies and/or plans and the climate agenda is considered a part of national development plans, this is likely to be seen as a strong political signal and help enforce sectoral implementation of climate actions.

37. Participants also mentioned that one of the benefits of preparing NCs was that countries were able to enhance the capacities of their national experts to develop climate-resilient national and sectoral plans and policies.

38. The need for a strong communication strategy to convey the results of national assessments was acknowledged. Some countries mentioned that they conducted training for the journalists to sensitize them on the issues related to climate change, while others had prepared outreach materials such as comics or cartoons to spread the message in an accessible language to the general audience.

39. Participants discussed best practices that synergize, at the national level, activities to prepare and report information under the three Rio Conventions, namely, the UNFCCC, the Convention on Biological Diversity and the United Nations Convention to Combat Desertification. While each convention has its own objectives that influence the reporting, it was acknowledged that there is a certain degree of similar reporting requirements and information. Undertaking a detailed mapping of the reporting requirements and corresponding actors in the country under each convention would be a useful tool to facilitate a country's efforts to synergize reporting activities under these conventions.

40. Participants also noted that while the operational details of the enhanced transparency framework under the Paris Agreement are still being finalized, the current arrangements for reporting will still be an important foundation for future work on this matter. In this context, participants also highlighted the need to ensure that there is no additional burden to developing countries.

F. Establishing or enhancing institutional arrangements

41. There was a rich exchange of experience and lessons learned in establishing or enhancing institutional arrangements to support the national reporting process. Discussions indicated that efforts to strengthen institutional arrangements are ongoing in all countries. Examples of new institutional arrangements include the creation of various institutions, such as constituted committees, national coordination meeting mechanisms, national climate change secretariats and technical working groups.

42. One of the challenges in setting up national institutional arrangements that participants mentioned was managing overlapping or conflicting sectoral mandates. Clear definitions of roles and responsibilities of key stakeholders and institutions are essential; in this regard, discussions with line ministries and key actors, in a consultative manner, should take place.

43. While lessons learned and experience from other countries provide valuable insights, the design and structure of the institutional arrangements necessary for MRV depends on the

needs and circumstances of each country as well as political buy-in, resource availability and technical expertise.

G. Peer exchange

44. In the respective regional workshops, participants from Bangladesh, Colombia, Ghana, Paraguay, the Philippines and South Sudan presented their experience and lessons learned in preparing NCs and biennial update reports, which resonated well with participants. The country presentations set the context for the interactive discussions that followed. The key messages from this session include the following:

(a) V&A assessment is key for informed and robust policymaking, and increasing planning efforts. However, when it comes to sectoral planning and implementation, there is a lack of understanding of climate impacts, vulnerability and how climate risks can interplay with other socioeconomic drivers. Engaging with the media and the public as well as communicating with key stakeholders could help to integrate V&A assessment into decision-making and planning as well as to ensure the implementation of assessment results;

(b) High-level political buy-in is important for establishing a competent coordination body with the legal authority to champion climate change and for capacitating such a body;

(c) Participants acknowledged that having access to continuous financial resources is important for a sustainable institutional arrangement;

(d) Some countries have engaged academia and other research institutions as well as national bureaux of statistics with a view to improving NCs over time. Sharing NCs with relevant research institutions and inviting their comments and feedback could be one way of conducting peer review in a resource-efficient manner. Further, this could contribute to building sustainable in-country technical expertise for preparing and submitting NCs and reducing over-reliance on external consultants.

IV. Conclusions

45. The participants of the regional hands-on training workshops on identifying adaptation actions and reporting them in NCs were appreciative of the opportunity to work, through hands-on exercises, with a set of methods and tools necessary to conduct V&A assessments. The participants also welcomed active interaction with peers, the CGE and other experts.

46. Prior to the workshop, the participants were provided with preparatory training materials and also encouraged to undergo the CGE e-learning courses on V&A assessment. Distribution of the training materials before the workshop allowed participants to prepare in advance and thereby to actively participate. Some participants expressed their intention to use these training materials as the basis for training other national experts.

47. In general, the workshops were successful in:

(a) Familiarizing national experts from non-Annex I Parties with the entire cycle of planning and conducting a V&A assessment, identifying adaptation options, decision-making and planning, and reporting adaptation actions in NCs;

(b) Serving as a platform for sharing experience and lessons learned among national experts from the same region;

(c) Promoting networking among national experts;

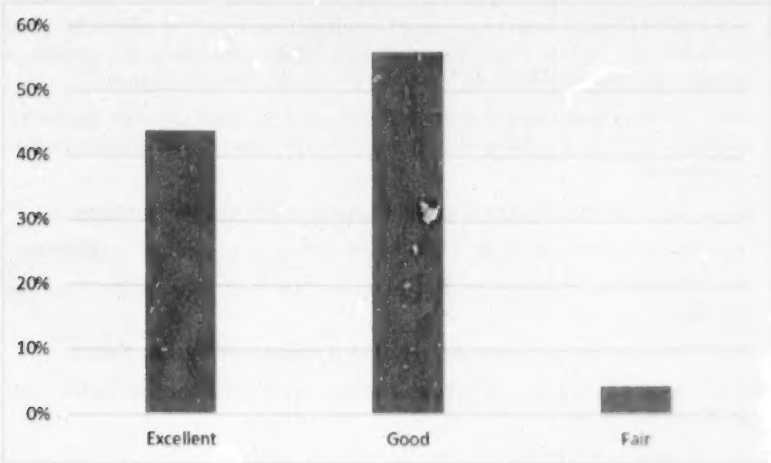
(d) Providing a platform for the CGE to interact with national experts and gain first-hand insight into lessons learned and experience as well as constraints and challenges countries are facing.

48. After each of the regional workshops a post-workshop survey was conducted to assess whether the workshop met the objectives and expectations of the participants. This assessment also allows the CGE to adjust and improve the content and approach for future

workshops. The response rate for those surveys was 76 per cent for the African region, 63 per cent for the Latin American and Caribbean region and 81 per cent for the Asia-Pacific and Eastern European regions.

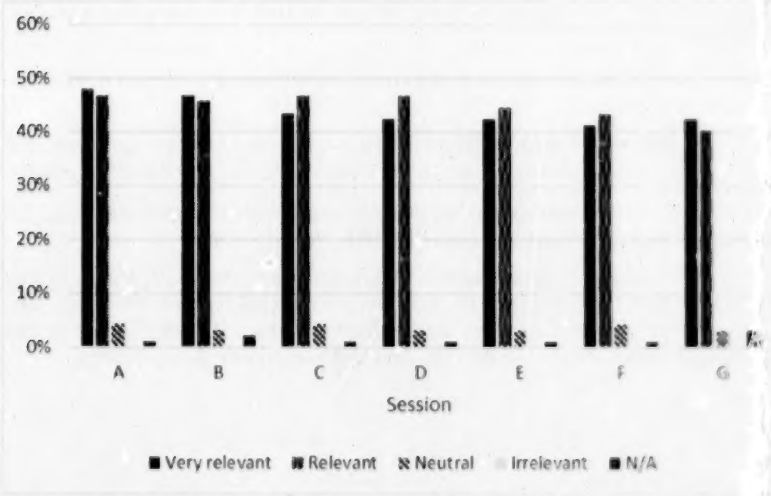
49. Most surveyed participants found the quality of the workshops to be either excellent (42 per cent on average) or good (54 per cent on average) across the three workshops, as shown in figure 1.

Figure 1
Participants' assessment of the quality of the regional hands-on training workshops



50. The participants found the content of each of the workshop sessions to be either very relevant (for each session between 41 and 48 per cent) or relevant (for each session between 40 and 47 per cent) to their daily work (figure 2).

Figure 2
Participants' assessment of the relevance of the content of the regional hands-on training workshops to their daily work



Abbreviations: A = Big picture: global landscape of climate change impacts and action, B = General steps in vulnerability and adaptation assessments and frameworks, C = Sectoral vulnerability and adaptation assessment, planning and implementation, D = Translating sectoral vulnerability and adaptation assessment results into national policies and plans, E = Reporting to the Convention, F = Establishing or enhancing institutional arrangements, G = Peer exchange.

51. The participants identified the following elements as those that could enhance the effectiveness of the regional hands-on training workshops in the future:

(a) From the **workshop for the African region**:

(i) Hold workshops at the subregional and national levels to draw on examples that are more relevant to the country context and thereby enhance the practicality of the workshop;

(ii) Extend the workshop to five days to allow more time for the hands-on exercises and for running the sectoral sessions as plenary sessions;

(iii) Hold the workshop in a developed country for increased exposure to advanced examples, and include a site visit that demonstrates and allows participants to visualize the steps entailed in the V&A assessment and reporting process;

(iv) Invite national experts in mitigation to allow an enriched discussion on the adaptation co-benefits of mitigation and to ensure the bigger picture of climate action is presented;

(b) From the **workshop for the Latin American and Caribbean region**:

(i) Exhibit booths on site as an alternative space to share countries' experiences;

(ii) Extend the workshop to five days to allow more time for the hands-on exercises;

(iii) Continue to ensure translation of all workshop documents into Spanish;

(iv) Hold a specific session dedicated to monitoring and evaluation, with a focus on impact indicators;

(v) Organize a field study to showcase a real scenario;

(vi) Provide more opportunities for the group to interact with each other in an informal setting to allow bonds to be built for future collaboration;

(c) From the **workshop for the Asia-Pacific and Eastern European regions**:

(i) Include technical sessions on conducting climate change modelling and projections, risk calculations and assessment of non-market goods and services for the cost-benefit analysis;

(ii) Extend the workshop to five days to allow participants to attend a sectoral session;

(iii) Provide the opportunity to learn relevant software and tools to conduct the V&A assessment;

(d) Continue to provide opportunities for countries to exchange experiences and discuss challenges encountered in the process of preparing NCs and biennial update reports.

52. The CGE, the secretariat and participants expressed their appreciation to the Governments of Nepal, Paraguay and Togo for hosting the workshops.

53. The CGE extended its appreciation to RCC Lomé and to the UNDP country offices in Paraguay and Nepal for organizing the logistical arrangements for these workshops. The CGE thanked those developed country Parties included in Annex II to the Convention and other developed country Parties that provided financial resources for the workshops.

Annex

Agenda of the regional hands-on training workshops on identifying adaptation actions and reporting them in national communications

[English only]

Time	Agenda items
	Day 1
08.00–09.00	**Registration**
09.00–09.20	**Opening session** - Welcome remarks – *secretariat* - Keynote address – *host country* - Workshop opening remarks – *Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention*
09.20–09.45	**Introductory session** - Introduction – workshop participants - Overview of workshop – objectives, agenda and expectations
09.45–10.15	**Coffee break**
10.15–12.30	**A. Big picture: global landscape of climate change impacts and action** - Overview of the global landscape of climate change: key results from the work of Working Group II of the Intergovernmental Panel on Climate Change *This session aims to provide the global context for climate change impacts and adaptation and will cover key messages on observed impacts, vulnerability and future risks; approaches to climate change adaptation; climate-resilient pathways and transformation in the context of sustainable development; and adaptation policies and institutions.* - Overview of intergovernmental action to tackle climate change under the Convention, the Kyoto Protocol and the Paris Agreement *This session aims to provide a broad picture of how national governments from both developed and developing countries collectively respond to climate change through intergovernmental processes, including the Convention, the Kyoto Protocol and the Paris Agreement. The emphasis will be on adaptation in the context of developing countries; however, in order to have a complete global picture, an overview of those elements relating to developed countries will also be broadly addressed.*
12.30–14.00	**Lunch break**
14.00–15.30	**B. General steps in vulnerability and adaptation (V&A) assessments and frameworks** - General steps in conducting V&A assessments: a. Identifying objectives, audience and outcomes of V&A assessments; b. Planning and conducting V&A assessments; c. Identifying and selecting adaptation options; d. Planning and implementing adaptation measures; e. Monitoring of the effectiveness of adaptation measures. - V&A frameworks: a. Overview of current practices (e.g. top-down and bottom-up approaches, integrative approaches); b. How to plan and select an appropriate and practical V&A framework that best suits national circumstances and sectoral approaches, and key questions to be asked. *This session aims to outline the general steps in V&A assessments and provide a quick-start guide by step, including the key questions to be asked. It will also introduce some types of V&A frameworks, but the focus will be on how to select an appropriate, practical framework that best suits national circumstances and sectoral approaches. The group exercise will build upon the discussions.*
15.30–16.00	**Coffee break**
16.00–18.00	**B. General steps in V&A assessments and frameworks (continued)** - Group exercise: selecting an appropriate and practical framework - Report back (30 min)

Time	Agenda items	
	Day	
09.00–10.30	**C.1 Sectoral V&A assessment, planning and implementation (in parallel)** - A walk-through of **the V&A assessment process** in each sector *In this session, an overview of the tools available plus examples of commonly used tools to assess vulnerability in each sector will be provided. For each tool, the discussion will cover the general description, type of data or input needed to use the tool, outputs from the tool, and strengths and limitations.*	
	Sector 1 Agriculture, livestock, rangeland and food production systems	**Sector 2** Coastal systems and low-lying areas
10.30–10.45	**Coffee break**	
10.45–12.00	**C.2 Sectoral V&A assessment, planning and implementation (in parallel)** - A walk-through of **the identification and selection of adaptation options** on the basis of the assessment results in each sector - Assessing the costs and benefits of adaptation options - Addressing uncertainty issues *This session will highlight the interlinkages among the V&A assessment phases of assessment, planning and implementation by demonstrating steps and examples of identifying and selecting adaptation options and formulating policies, plans, programmes and projects on the basis of the assessment results.*	
	Sector 1 Agriculture, livestock, rangeland and food production systems	**Sector 2** Coastal systems and low-lying areas
12.00–13.30	**Lunch break**	
13.30–15.00	**C.3 Sectoral V&A assessment, planning and implementation (in parallel)** - Hands-on exercise *The participants will engage in a hands-on exercise using a tool/software and sample time series data to: (1) assess vulnerability; and (2) identify and select adaptation options in the sector.*	
	Sector 1 Agriculture, livestock, rangeland and food production systems	**Sector 2** Coastal systems and low-lying areas
15.00–15.15	**Coffee break**	
15.15–16.45	**C.1 Sectoral V&A assessment, planning and implementation (in parallel)** - A walk-through of **the V&A assessment process** in each sector *In this session, an overview of the tools available plus examples of commonly used tools to assess vulnerability in each sector will be provided. For each tool, the discussion will cover the general description, type of data or input needed to use the tool, outputs from the tool, and strengths and limitations.*	
	Sector 3 Water resources	**Sector 4** Human health
16.45–18.00	**C.2 Sectoral V&A assessment, planning and implementation (in parallel)** - A walk-through of **the identification and selection of adaptation options** on the basis of the assessment results in each sector - Assessing the costs and benefits of adaptation options - Addressing uncertainty issues *This session will highlight the interlinkages among the V&A assessment phases of assessment, planning and implementation by demonstrating steps and examples of identifying and selecting adaptation options and formulating policies, plans, programmes and projects on the basis of the assessment results.*	
	Sector 3 Water resources	**Sector 4** Human health

Time	Agenda items	
	Day 3	
09.00–10.30	**C.3 Sectoral V&A assessment, planning and implementation (in parallel)** - Hands-on exercise *The participants will engage in a hands-on exercise using a tool/software and sample time series data to: (1) assess vulnerability; and (2) identify and select adaptation options in the sector*	
	Sector 3 Water resources	**Sector 4** Human health
10.30–10.45	**Coffee break**	
10.45–12.00	**C.4 Reflections from hands-on exercise** *This session will provide a platform where the participants share their reflections from the hands-on exercise of conducting a sectoral V&A assessment and identifying adaptation options from the assessment results.*	
12.00–13.30	**Lunch break**	
13.30–15.15	**D. Translating sectoral V&A assessment results into national policies and plans** **D.1 Overview of the process (30 min)** *This session aims to outline the process for consolidating the results **from sectoral** V&A assessments and sectoral options **into national** adaptation policies and plans, and for developing criteria for and conducting prioritization.* **D.2 Practical examples (30 min presentation each)** - Two countries will each present their experiences, focusing on: a. What process did they use to integrate sectoral V&A assessments into decision-making and adaptation planning at the national level? b. What were the lessons learned? c. What were the main challenges in the process?	
15.15–15.45	**Coffee break**	
15.45–17.30	**D.3 Hands-on exercise** - Group exercise: developing criteria for and conducting prioritization - Report back (30 min) *The participants will engage in a hands-on exercise on developing criteria for and conducting prioritization and thereby informing national adaptation policies and plans.*	
	Day 4	
09.00–10.30	**E. Reporting to the Convention** - Reporting/presentation of the methods and results from V&A assessments in national communications (NCs): the context and mandate, and approaches and examples - Measurement, reporting and verification (MRV) arrangements (i.e. importance, potential benefits at the national level, and key provisions, approaches and good practices for the reporting) *This session provides an overview of the context and mandate for developing countries to report information on adaptation in their NCs. It also provides possible approaches for communicating information consistent with the reporting requirements under the current MRV arrangements. The approaches are further elaborated through examples drawn from information submitted by developing countries in their NCs.*	
10.30–11.00	**Coffee break**	

Time	Agenda items
11.00–12.30	**F. Establishing or enhancing national institutional arrangements** *This session provides an overview of the components of national institutional arrangements that are key for preparing and submitting NCs. It includes examples of institutional arrangements put in place by some developing countries that managed to support the increased frequency of the preparation of national reports, such as: improving coordination of information to be included in NCs and biennial update reports; clearly defining roles and responsibilities of key stakeholders involved in the process; and addressing resource capacity constraints through partnership or collaboration.*
12.30–14.00	**Lunch break**
14.00–16.00	**G. Peer exchange** - Country presentations focusing on: a. Experience in conducting V&A assessments in the context of preparing NCs, *outlining institutional arrangements*; b. Experience of V&A assessment being beneficial for developing and informing national adaptation strategies and/or relevant sectoral policies and strategies; c. Lessons learned, best practices, constraints and gaps, and related support needed to prepare and report information on V&A assessment, as well as thoughts on the way forward. - Moderated discussion *Based on the context set by the country presentations, an interactive discussion will follow wherein a moderator will facilitate the discussion by posing targeted questions relating to challenges, experience and lessons learned in conducting V&A assessments in the context of the preparation of NCs.*
16.00–17.00	**H. Workshop evaluation and closing**